

JOB VACANCY ANNOUNCEMENT

| | | | |
|---------------|---|---------------|--------------------|
| Opening Date: | May 7, 2020 | Closing Date: | Until Filled |
| Position: | <u>Clinical Laboratory Assistant</u> | Reports to: | Laboratory Manager |
| Salary/Wage: | Grade 7; \$25.63 - \$28.30/HR and up DOE | Department: | Laboratory |
| Hours: | Varies depending on schedule | Location: | SSMH |

Position Summary

Perform procedures in phlebotomy and general clerical duties. These procedures exclude any which only licensed personnel under federal regulations perform.

Essential Job Functions:

- Perform phlebotomy and specimen collection following established protocols.
- Ship reference labs.
- Enter patient demographics into computer system.
- Complete all necessary documentation for billing as required.
- Use time between patients to departmental advantage by filling, assisting the technical staff, putting away supplies, or performing other duties as necessary or assigned.

Licensure/Certification/Registration

ASCP Certification as a phlebotomist, preferred.

Education

High school diploma or general education degree (GED).

Experience

One-year experience as a phlebotomist drawing neonates, pediatrics, adults and geriatrics preferred.

Desired Knowledge/Skills/Abilities

- Moderate knowledge of medical terminology.
- Knowledge of quality control, preventative maintenance and quality assurance requirements.
- Proficient in obtaining blood specimens following established protocols.
- Ability to verify patient/identification identity prior to beginning any procedure.
- Knowledge of factors affecting specimen collection from neonatal, pediatric, geriatric and adult patients.
- Knowledge of specimen handling.
- Ability to refer technical questions to Technologists.
- Demonstrate excellent oral and written communication skills.
- Proficient clerical skills.
- Demonstrate interpersonal skills and the ability to work effectively in a cross-cultural environment.
- Interacts with others in a courteous and professional manner.
- Ensure patient confidentiality at all times.
- Moderate amount of computer skills required for patient reporting.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.